

CITY COUNCIL AIDE

Purpose:

To actively support and uphold the City's stated mission and values. To perform a wide variety of professional duties involved in the coordination of the activities of the City Council's office with other City departments, the Mayor's office and external organizations; to provide information and assistance to the public; to plan, organize and coordinate administrative functions for the City Council; and to provide operational and administrative staff assistance.

Supervision Received and Exercised:

Receives general supervision from the Mayor and City Council Chief of Staff.

Distinguishing Characteristics:

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice. Moreover, the City Council Aide serves at the discretion of the incumbent City Councilmembers.

City Council Aide must be politically astute and sensitive to issues or requests that have the potential for controversy.

Essential Functions:

Duties may include, but are not limited to, the following:

- Drafts responses to citizen complaints and/or questions relating to governmental operations, procedures and similar matters for City Council signature; refers inquiries to the appropriate City department when necessary and follows up to ensure resolution; informs and updates the City Council concerning citizen complaints and resolution status; composes and prepares memos and reports pertaining to City Council business; prepares and assembles reports and other materials for distribution to the City Council.
- Monitors various issues of concern to citizens, employees and the City Council and relays information as appropriate; conducts surveys; collects information on operational and administrative problems and prepares reports.

CITY OF TEMPE City Council Aide (continued)

- Conducts research on complex issues; compiles and analyzes data for special projects and various reports; provides administrative and professional support to the City Council and management staff as required.
- Maintains a database of citizen inquiries and complaints.
- Monitors, maintains, and schedules Councilmember's calendars.
- Coordinates and attends meetings with the City Council or other staff.
- Recommends and assists in the implementation of goals and objectives for special programs and projects; establishes schedules and methods for program operations; implements policies and procedures.
- Assists in preparing for City Council advances and/or retreats; assists in planning and coordinating meetings on behalf of the City Council.
- Researches, prepares and presents oral and written reports and recommendations to City Council and management.
- Conducts research and assists with drafting speeches.
- Participates on various committees or associations and may represent Councilmembers at various functions.
- Demonstrates continuous effort to improve operations, streamline work processes and provide quality customer service.
- Attends City Council meetings.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Equivalent to two years of full-time administrative or management support experience, preferably in a public agency.

Education:

Requires a Bachelor's Degree from an accredited college or university with major course work in public administration, business administration, political science or other degree related to the core functions of the position.

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Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 013

Status: FLSA Exempt / Unclassified